

WESTINGHOUSE SAVANNAH RIVER COMPANY  
PACKAGING, SHIPPING AND RECEIVING INSTRUCTIONS

THE FOLLOWING REQUIREMENTS APPLY TO ALL WESTINGHOUSE SAVANNAH RIVER COMPANY (WSRC) PURCHASE ORDERS. READ AND IMPLEMENT THESE INSTRUCTIONS BEFORE SHIPMENT. FAILURE TO DO SO MAY RESULT IN PAYMENT DELAYS OR RETURN OF MATERIAL

<u>1.0</u>	<u>Identification Requirements</u>	<u>4.0</u>	<u>Packaging Instructions</u>
1.1	Seller must clearly show the <u>Purchase Order and Purchase Order Item number(s) on the outside of every box.</u>		(The following instructions apply in addition to special packaging instructions included in the Purchase Order).
1.2	A packing list identifying each item in the box must be accessible on the <u>outside</u> of packages.	4.1	Items should be packaged in sturdy containers to prevent damage during shipment, and to withstand multiple handling.
1.3	Packing list must describe quantities and material exactly as they are described on the Purchase Order. (i.e., do not describe the material using a part number when the Purchase Order describes the material by description.) The part number on the packing list must match the part number on the Purchase Order and the material in the box. Also, list the same number of units on the packing slip as are listed on the Purchase Order.	4.2	Seller shall limit the amount of packaging materials needed for reasonable protection of items during shipment. Seller shall utilize environmentally favorable (i.e., biodegradable, recyclable, etc.) materials whenever and wherever practical.
1.4	Packing lists must include Purchase Order and <u>Purchase Order item numbers.</u>	4.3	Items, which can be palletized, should be shipped on sturdy 4' x 4' wooden pallets. Pallets must include at least 3 wooden 2" x 4" support runners. Material must not be stacked over 48" high.
1.5	Seller must not overship. Overages will be returned at Seller's expense.	<u>5.0</u>	<u>Shelf Life</u>
1.6	Packing lists must not include multiple Purchase Order numbers for material shipped.	5.1	If shelf life is a performance criterion for any specific item, the Seller must provide documentation of compliance with the shelf life requirement in the Purchase Order.
1.7	Seller must package and group together materials with the same Purchase Order number.		
<u>2.0</u>	<u>Receiving Instructions</u>	<u>6.0</u>	<u>Purchase Order Description and Item(s) Shipped</u>
2.1	Normal receiving hours are Monday through Friday, 9AM – 3PM SRS local time. Trucks arriving after 3PM will be turned away unless prior arrangements have been made.	6.1	Seller is cautioned that the item(s) shipped must conform exactly to the description contained in the Purchase Order. Seller will be responsible to correct any discrepancy between the item description as identified on the Purchase Order and the actual item shipped, to <u>include the shipment of items with revised part numbers or items shipped as substitutes.</u>
2.2	Safety and production related materials may require receipt inspection as specified in the Purchase Order.		
2.3	Documentation submittals as specified in the Purchase Order must be included with the respective material shipment.	<u>7.0</u>	<u>Security &amp; Access Requirements</u>
2.4	Failure to pass receipt inspection may result in material being returned to Seller.	7.1	All delivery personnel must be United States Citizens to gain access to the Savannah River Site. Delays and/or costs associated with the use of non U.S. Citizen drivers will be born by the Seller.
2.5	Unless stated differently in the Purchase Order, the WSRC Receiving address is:	7.2	All delivery vehicles must be at the S.C. State Highway 19 Aiken/New Ellenton SRS security entrance barricade for site access during the receiving hours stated in para 2.1 unless prior arrangements have been made.
	WSRC Building 731-1N Att. Receiving Operations PO# _____ Aiken, SC 29808	7.3	Delivery personnel must have access to all compartments of the delivery vehicle and allow security personnel to search the vehicle.
<u>3.0</u>	<u>Traceability</u>		
3.1	Certain items may require certifications necessary to satisfy traceability requirements as stated in the Purchase Order. Failure to supply the required certifications may result in material being returned to the Seller.		